

## SNEHANKITA S. MAHAJAN



### Personal Details:

E-Mail ID: mahajan.sankita@gmail.com

Contact No: 9130622855

Gender: Female

Marital Status: Married

Date of Birth: 14/10/1979

Language Proficiency: English, Hindi & Marathi

Address: 302, Vasanta Vaibhav Apt., Sant Dnyaneshwar Cly., Karve Nagar, Pune-411052.

### Career Objectives

Looking for a challenging career which rewards good learning opportunity and professional growth. Want to develop myself to be beneficial to the organization by demonstrating my best skill set.

### In chronological order with first one as the recent.

- **Green Infra Ventures Pvt. Ltd., Pune :** As a Customer Care Executive  
**Duration** – Oct.2021 to till date  
**Work Profile** – All post sales process.  
Meeting with new members, Member enrollment & their documentation process.  
Preparing Member files & record keeping.  
Meeting with Member to solve their queries.  
Communication with Members for payments collection,  
Issuing required receipts & documents copies.  
Generating reference from good clients to promote new schemes. Etc.
- **Vedic Aura Pvt. Ltd., Pune:** As Admin Head  
**Duration** – March.2021 to till date  
**Work Profile** – All administrative work involves mail communication with vendors and suppliers, Advertising for recruitment, leading team, maintaining salary record, vendor payments etc.  
**Orders, Dispatch & Delivery:**  
Processing orders from various platforms like whatsapp, facebook, website, Amazon, flipkart, etc.  
Inventory management in woo commerce platform.  
Leading team in day to day activities,  
New tie-up for business growth,  
Coordination with suppliers, Printers, Delivery agents, channel partners Etc.  
Keeping payment records,  
Coordination with digital marketing team,  
Communication with management & implement new strategies for business boost,  
Issuing required receipts & document copies.  
**Vendor Management:**  
Searching new vendors, demanding quotations, finalizing best vendors & suppliers.  
Preparing necessary documents,  
Keeping inventory record, coordination for stock and dispatch.  
Verifying payment receivables and sending demand later.  
Verifying every product contain details on carton & sticker design and sending approval for printing.  
**Documentation & Certifications:**  
Coordination with agencies to avail required government and non government certificates,  
Keeping record of all important document,  
Renewing all documents accordingly.  
**Promotional work-** finalizing exhibitions, advertisements & marketing activities.  
**Designing:** preparing design for whatsapp marketing posts. Promotional banners etc.
- **M Club Holidays Pvt. Ltd., Pune:** In Member Relation Department of M Club & Manas Sarovar  
**Duration** – Jan.2016 to till Dec 2020  
**Work Profile** – All process of **Customer Care** of Manas Sarovar & **MRD** M Club Holidays.  
**Manas Sarovar CCD Tasks:**  
Manas Members Documentation,  
Coordination with legal department for MOU, POA & Lease Deed documentation.  
Meeting with Member to solve their queries. Communication with Members for payments collection,  
Issuing required receipts & documents copies.  
Keeping Members inbound & outbound payment records.

**M Club MRD Tasks:**

New Member enrollment & their documentations,  
 Meeting with members & handling queries,  
 Inbound & Outbound Bookings & Reservations,  
 Payment collection, also maintaining weekly & monthly reports.  
 Guiding MRD team in every process. Meeting with members to solve issues.  
 Direct reporting to G.M. & M.D.

**Mantra Resort Tasks:**

Handling inbound calls, Doing FIT & Corporate Bookings of Mantra Resort also  
**Promotional work-** finalizing exhibitions, advertisements & marketing activities.

**Project-** M Club Holidays & Mantra Resort & Manas Sarovar

- **M Club Holidays Pvt. Ltd., Pune:** as a Senior Admin Sales & Marketing.

**Duration:** Oct.2013 to till Dec 2015

**Work Profile:**

Handle sales support & sales team, Motivating Them.  
 Co ordination with channel sales teams & record keeping,  
 Analyzing & Making Performance Reports of all sales team,  
 Finalizing necessary promotional activities,  
 Maintaining horizontal & vertical co-ordination properly.  
 Also involves in whole administrative work like time keeping of sales force, Incentive verification etc.  
 Also handle after sales process & all back office work, record keeping etc.  
 Direct reporting to G.M. & M.D.

**Project-** M Club Holidays.

- **Manas Sarovar Corporation Ltd., Pune:**

**Duration:** March.2011 to Oct.2013 ( as Team Leader Sales & Marketing)

June 2006 to 2011 ( as Admin Executive & TL of Tele Sales )

**Work Profile:**

Leading Tele-sales team & sales executive team,  
 Meeting with client for detailed presentation for marketing Holiday Homes at Hill Station,  
 Objection handling & site-visit confirmation, convert them for closing,  
 And after sales process like P.D.C. collection, Documentation etc.  
 Also handling all back office. Maintaining horizontal & vertical co-ordination properly.  
 Direct Reporting to G.M. & Involves in Administrative Work.

**Projects -** Manas Sarovar, Dwarika, Peacock valley, Govinda etc.

- **Bhoomi : A compete hill station, Pune.:** As a Tele-Sales Team Leader

**Duration:** 1.5 year (Jan.2005 to June 2006),

& 8 months (May 2004 to Dec 2004) Tele Sales Executive

**ork Profile :** Marketing of 'Hill-station' farm/commercial plots

Work involves leading a on Tele sales executive's team

Marketing of 'Hill-station' Farm/commercial plots.

Co-ordination of team with a field marketing team. Direct reporting to G.M.

**Starlight Lighting Ltd., Nasik:** As an assembler.

(Sep 2002 to Nov 2002)

**Work Profile:** assembly supervisor of lighting products

**Rishabh Instruments Ltd. Nasik:** As an assembler & packaging supervision.(June 2002 to Aug 2002)

**Work Profile:** assembly supervisor of digital multi-meters. Products for L.G., Crompton Greaves etc.

**Education Qualification:**

Course	Institute/College/School, Location	University/Board	Percentage	Year of Passing
M.B.A.	M.K. University.	M.K. University.	59.85%	April 2014
Post Graduation MA Geography	Mulji Jetha College Jalgaon	N.M. University,	56.65%	April 2001
Graduation	Abasaheb G D Bendale College Jalgaon	N.M. University,	60%	April 1999
HSC	Pune Board	Pune Board	39.83%	March1996.
SSC	Nashik Board	Nashik Board	51.14%	March 1994.

### Technical Skills

- MS- CIT, Corel draw, D.T. P. & MS Excel.

### Additional Work

Actively participation in Exhibition & Promotional Activities with my team.

### Strengths

- Willingness to learn.
- Hardworking and Punctual.
- Good communication skill.
- Good coordinator.
- Working with team & handling responsibilities.

### Hobbies

- Reading Books & Listening Music.

### Declaration

I hereby declare that the information furnished above is true to the best of my knowledge.

Date:  
Place: Pune

Yours Sincerely  
Sneha Mahajan